

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for August 26, 2008, was held in the Community Room, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Schroeder called the meeting to order at 8:03 p.m.

ROLL CALL

Clerk Ulreich called the roll and the following members were present: Supervisor Michael Schroeder, Trustee Michael Domrzalski, Trustee Ruth O'Connell, Trustee Kathy Penner, and Trustee JoAnne Schultz.

Also in attendance: Wheeling Township Highway Commissioner Scott Saewert, Wheeling Township Assessor Dan Patlak, Township Attorney Nanci Rogers and Wheeling Township Director of Administration and Finance Josephine Stellato.

PLEDGE OF ALLEGIANCE

Those assembled joined in saying the Pledge of Allegiance.

MOTION #1: APPROVAL OF MEETING – JULY 22, 2008

Motion by Trustee Domrzalski, seconded by Trustee O'Connell, to approve the minutes from the July 22, 2008 board meeting, as presented.

VOICE CALL VOTE: All Ayes...Motion #1 Carried.

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORTS

Assessor: Assessor Dan Patlak reported:

- According to their website, the Cook County Treasurer anticipates a due date of November 3 for the second half of 2007 tax bill payments. This means property owners should start receiving tax bills around October 3.
- The Township Assessor's office continues to process Certificates of Error for 2007 tax bills. After initial tax bills are mailed, taxpayers whose Certificates of Error applications have been approved will receive revised tax bills which can be used for payment.
- The 2008 Cook County Assessor's Office assessment appeal period is expected to begin in late October or early November. This should result in increased traffic at the Township since the appeal period is likely to coincide with the arrival of the 2007 tax bills. Those tax bills will reflect the increases in taxes as a result of the 2007 triennial reassessment.

- The Township Assessor's website will soon be updated to reflect these current events.

Highway Commissioner: Highway Commissioner Saewert reported:

- The traffic and street sign replacement project is on hold.
- Work has been completed on repaving Brookfield Avenue.
- Dunlo Avenue and Old Buffalo Grove Road resurfacing has been completed.
- The Woodland Drive drainage ditch restoration project is out for bids.
- The Feehanville drainage channel restoration project is out for bids.
- Cook County Inspectors have been contacted to review projects being done in the Forest River Subdivision.
- The Highway Commissioner attended the Cook County Highway Department Transportation Advisory Committee meeting.
- The Highway Commissioner's meeting was attended.
- A permit is pending for new construction on 221 Graylynn Drive, Mt. Prospect.
- A permit is completed for AT&T at Gregory and Lee streets, Mt. Prospect.
- Two rubbish and safety hazard violation letters were sent.
- Traffic tickets issued by the Cook County Sheriff totaled \$521.07.

ADMINISTRATIVE REPORT

Mrs. Stellato reported:

- It has been recommended that the Wheeling Township Finance Committee meet soon to review and possibly revise the Township's Investment Policy. In the past members of their committee included Supervisor Schroeder, Ruth O'Connell, JoAnne Schultz and Jo Stellato. The existing policy requires U.S. Treasuries, and/or Ginnie Maes as collateral from institutions receiving Wheeling Township funds in excess of \$100,000.
- The Fall 2008 Newsletter has gone to press and will be delivered to the Post Office on September 10, 2008
- A permit was applied for and received from the Village of Arlington Heights for the resurfacing of the Township parking lot. The fees were waived and the permit was received in three business days instead of the usual 3 to 4 weeks.
- A pre-construction meeting was held with Chicagoland Paving. The Township is awaiting approval of a schedule and hopefully the project will start in early September. To reduce any inconvenience, grinding will be done on a Friday and paving on the following Saturday.
- The Township has received approximately 25 resumes for the Director of Senior/Disabilities Services position. The Assistant Director has submitted a letter asking for consideration as well. A number of applicants have been eliminated through phone interviews. Supervisor Schroeder and Mrs. Stellato have interviewed a few candidates and will have a recommendation shortly.
- A part-time assistant for the General Assistance Department has been advertised for to help with the added caseload and interviews will be conducted.

- Statistics for the Month of July 2008 are: 2,209 Bus and Medical Van Rides; 1,445 Meals on Wheels delivered; 41 in office visits to the Nurse; 34 home visits by the Nurse; 612 General Assistance appointments; 300+ backpacks and school supplies distributed; 327 visits to the Food Pantry.

NEW BUSINESS

AUDIT REVIEW AND APPROVAL

Judy Walther, from McClure Inserra, presented the working draft of the Wheeling Township audit with accompanying financial statements of our governmental activities for the year ending February 29, 2008. The audit was conducted in accordance with auditing standards generally accepted in the United States.

Ms. Walther explained the Township's basic financial statements, schedules of funding progress, revenue, expenditures and changes in the fund balance for the General, General Assistance and Road and Bridge funds. The analysis also included statements of expenditures for the General, General Assistance, Road and Bridge and Cemetery funds. The report indicated that the Township's net assets are up \$490,000 due to the renovation of the building, income activities are up 1%, fund balances are healthy and a new line item listed this year in expenditures is the Clerk.

MOTION #2: APPROVAL OF AUDIT

Motion by Trustee Penner, seconded by Supervisor Schroeder, to accept the audit in its draft form for the fiscal year ending February 29, 2008, subject to any revisions and/or corrections.

ROLL CALL VOTE: AYES: Penner, Schroeder, Schultz, Domrzalski, O'Connell
NAYS: None...Motion #2 Carried.

OLD BUSINESS

BUS-CELL PHONES

Mrs. Stellato reported that the Sprint/Nextel cell phone contract for the Senior/Disabilities bus drivers has been cancelled as of September 1, 2008. The service was cancelled when the Township realized that minutes used were not included in the contract. The representative from Nextel admitted that she forgot to inform us of the charge and we could void the contract if we so desired. A substitute plan was offered eliminating additional charges for minutes but the cost would be double the original quote. The Township opted to cancel the contract. In the meantime, drivers went back to using our radios.

Supervisor Schroeder held a bus driver's meeting and it was reported that the drivers felt the new phone system was an excellent improvement in communication.

Other cellular phone companies were then contacted. Verizon was selected for the cost and service they would provide.

Verizon Representative Brian Buening described the telecommunication proposal. The quote included twelve free phones, with unlimited use of the "push to talk" feature and no termination fee. The phones will be programmed for communication with each other and 911 only and are under warranty for one year. They come with home chargers but no car chargers. The cost for a car charger is \$22.99 each and \$34.99 per battery. Phone replacement is \$130 per phone and upgrades can be made every ten months. The complete start up process will take about one week.

MOTION #3: CELLULAR BUS PHONES

Motion by Supervisor Schroeder, seconded by Trustee Domrzalski, to accept the competitive bid from Verizon for a plan that includes the purchase of 12 cellular phones for the bus department.

ROLL CALL VOTE: AYES: Schroeder, Domrzalski, O'Connell, Schultz, Penner
NAYS: None...Motion #3 Carried.

BUILDING KEY SYSTEM

Mrs. Stellato reported that the Township's exterior door key system is not functioning properly. The system is nine years old and it has been difficult to lock both doors for the last four months. Upon inspection by an electrician, the cost for repair would be approximately \$2,000, if the parts could be found. The repair problem lies in the fact that this system is no longer manufactured and parts are scarce.

Two quotes for a new, updated control access system were secured.

New Vision Technologies	\$3,995	2 door system
Sentry Security	\$7,599	large capacity system

The staff recommended that the board accept the quote from New Vision Technologies because there are only two entrance doors to the building, with no plans for adding more, so a large capacity system would not be necessary. New Visions has done work for the Township in the past and we were pleased with their products and service.

MOTION #4: BUILDING KEY SYSTEM

Motion by Trustee Domrzalski, seconded by Supervisor Schroeder, to accept the quote from New Vision Technologies, for a two door control access system, in the amount of \$3,995.

ROLL CALL VOTE: AYES: Domrzalski, Schroeder, O'Connell, Schultz, Penner
NAYS: None...Motion #4 Carried.

MOTION #5: AUDIT FOR TOWN FUND

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve Batch #229, 230, 231 and 232, against the Town Fund, in the amount of \$245,343.43, to be paid.

ROLL CALL VOTE: YES: Schultz, Domrzalski, O'Connell, Penner, Schroeder
NAYS: None...Motion #5 Carried.

MOTION #6: AUDIT FOR ROAD AND BRIDGE FUND

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve Batch #148, 149 and 150, against the Road and Bridge Fund, in the amount of \$139,101.09, to be paid.

ROLL CALL VOTE: YES: Schultz, Domrzalski, O'Connell, Penner, Schroeder
NAYS: None...Motion #6 Carried.

MOTION #7: AUDIT FOR CEMETERY FUND

Motion by Trustee Schultz, seconded by Trustee Domrzalski, to approve Batch #082608, against the Cemetery Fund, in the amount of \$2,747.38, to be paid.

ROLL CALL VOTE: AYES: Schultz, Domrzalski, O'Connell, Penner, Schroeder
NAYS: None...Motion #7 Carried.

MOTION #8: ADJOURNMENT

Motion by Trustee Penner, seconded by Trustee Domrzalski, to adjourn.

VOICE CALL VOTE: All Ayes...Motion #8 Carried.

The regular meeting for Tuesday, August 26, 2008, was adjourned at 8:55 p.m. The next scheduled board meeting is set for Tuesday, September 23, 2008, at 8:00 p.m.

Paula L. Ulreich
Wheeling Township Clerk